



**OFFICE OF FOOD SAFETY AND SHELLFISH  
INSTRUCTION SHEET  
FOR  
SHELLFISH OPERATION LICENSE RENEWAL DOCUMENTS**

*Please refer to these instructions to assist you in completing your renewal documents. If you have any comments, suggestions, or ideas for improvement, please call Marshelle Casano at (360) 236-3317.*

## **License Renewal Application**

### **SECTION I**

#### **“Facility Information”**

Physical Location: Please verify that the facility’s physical location (where harvesting records are kept), the phone number, fax number, and email address are correct. Please update if needed.

Mailing Address: This is the facility’s mailing address, if different than physical location. Please update if needed.

#### **“Company Owner/President Information”**

Please verify that the name listed here is either the owner or president, and check the correct box indicating which applies. Make sure the mailing address, phone number, fax number, and email address are listed correctly as well. Please update if needed.

#### **“Manager Information”**

Verify the manager’s name is listed correctly. Please provide a phone number, fax number, and email address for this person. Please update if needed.

### **SECTION II**

Check the appropriate box that applies to your company. If you are unsure of which category applies to your company, please refer to the “Certification Fees List” that came with your renewal packet. (Category definitions are listed under #2 of the definitions portion.)

### **SECTION III**

#### **“This certifies that I have reviewed and agree to...”**

This needs to be signed and dated by either the company owner or president *as listed under Section I* of the application. Under the signature line, please print the name of the person signing.

If you need any help in completing your renewal application, please contact Marshelle Casano at (360) 236-3317.

## Harvest Site Certificate

The Harvest Site Certificate lists all of your company's harvest sites that are currently approved and certified by the Department of Health.

It is important that you check your Harvest Site Certificate carefully, and make corrections to the harvest site information directly on the form. Examples of corrections may include, but are not limited to:

- A harvest site the company is no longer using (please cross the harvest site out)
- Incorrect acreage amount
- Any incorrect or missing information, including Site ID's you want assigned to harvest sites (please note Site ID's used on tags must be listed on the harvest site certificate)
- A harvest site whose lease has expired (please cross the harvest site out)
- A lease that has expired and been renewed (include a copy of the new lease)

*Note:* If we do not have a copy of the current lease for a harvest site on file, that harvest site will be taken off your Harvest Site Certificate and you will no longer be approved to harvest from that site.

**New harvest site applications:** You may submit new harvest site applications at any time during the year. However, our workload priority during the license renewal period (July through September) will be conducting renewal inspections and processing license renewal applications. Evaluations of new harvest sites will be done only as time allows until the license renewal period has ended. Thank you in advance for your patience.

If you have any questions or concerns about your Harvest Site Certificate or about submitting new harvest site applications, please contact Cathy Barker, Public Health Advisor, at (360) 236-3303.

## Permits

**Relay Permits:** If you currently have a relay permit and wish to continue your relay operations, you must complete a new relay application and return it to our Office for approval. Harvesters may not relay. All relay permits expire September 30 unless otherwise noted on the permit.

If you do not have a relay permit and would like to apply for one, or have any questions or concerns about a relay permit, please contact Bill Cleland, Public Health Advisor, at (360) 236-3306.

**Wet Storage Permits:** If you have a wet storage permit and wish to continue your wet storage operations, you must complete a new wet storage application and return it to our office for approval. Wet storage permits are required for on-shore flow-through systems using natural waters and on-shore recirculating systems using natural make-up water or artificial water. All wet storage permits expire at the same time as your license.

If you have any questions or concerns about a wet storage permit or would like to apply for one, please contact Cari Franz-West at (360) 236-3326.

### Bait & Seed Permits

If you are interested in applying for a bait and/or seed permit, please contact Cathy Barker at (360) 236-3303.



**OFFICE OF FOOD SAFETY AND SHELLFISH PROGRAMS**  
**Licensing and Certification Section**  
**111 Israel Road SE**  
**PO Box 47824**  
**Olympia, WA 98504-7824**



**HELPFUL NUMBERS**

Main Office: .....360-236-3330

Fax Number:.....360-236-2257

Marshelle Casano  
Administrative Secretary.....360-236-3317

Cathy Barker  
Inspector, Harvest Site Lead .....360-236-3303

Bill Cleland  
Relay Permits .....360-236-3306

Frank Cox  
Inspector .....360-236-3309

Jessie DeLoach  
Manager .....360-236-3302

Cari Franz-West  
Inspector .....360-236-3326

Susie Leland  
Inspector .....360-236-3312

Richard Lillie  
Lead Inspector.....360-236-3313

Bob Ronning  
Inspector .....360-236-3315

If you do not know who your assigned inspector is, please contact Marshelle Casano for this information at 360-236-3317.

